



LINN COUNTY JUVENILE DEPARTMENT

104 4th SW, Room 200 / PO Box 100

Albany OR 97321

Phone: 541-967-3853 Fax: 541-967-4268



REPORT TO COMMISSIONERS

Update for July 2018

Submitted by Torri Lynn; Juvenile Department Director

Detention

Benton: 6 youth were held for 44 total of days of care, 4 females and 2 males.

Total Admissions to Detention = 7

Average Length of Stay = 6.3 days

Average Daily Population = 1.4 youth

Linn: 34 youth were held for 228 total of days of care, 8 females and 27 males.

Total Admissions to Detention = 35

Average Length of Stay = 6.5 days

Average Daily Population = 7.4 youth

Time for Change Program:

Measure 11 Youth: 1 (Yamhill)

Probation

The Juvenile Department received 68 referrals during the month of July 2018.

Of the 68 referrals, 12 represent dependency, 31 status and 25 criminal.

There are currently 273 youth in the Probation Unit either on probation or pending court with 35 of those being assessed high-risk.

There are currently 189 youth under the Community Programs Unit serving on informal probation and the Intervention Specialist is currently serving 0 youth.

Victim Advocate is serving 73 .

Cases Unassigned: 17

Torri Lynn
Director
Juvenile Department

tlynn@co.linn.or.us

Rob Perkins Jr.
Supervisor
Community Programs

rperkins@co.linn.or.us

Lisa Robinson
Supervisor
Probation Services

lrobinson@co.linn.or.us

Tracy Vaughan
Admin Asst/Office Mgr.
Juvenile Department

tvaughan@co.linn.or.us

Kevin Husk
Detention Manager
Linn Benton Detention Center
(541) 791-9397
khusk@co.linn.or.us

OYA Cases: 57

Work Crew

Tier 1 – 3 youth completed 25.75 hours of community service in 1 project days. In 2017 3 youth completed 25.25 hours of service during the same time period.

Tier 2 – 48 youth completed 939.00 hours of work crew in 22 project days. In 2017 39 youth completed 879.25 hours of service during the same time period.

Gender Specific Crew – 6 youth completed 52.00 hours of work crew in 3 project days. In 2017, 7 youth completed 90.25 hours of work during the same period of time.

Miscellaneous Business -

Vacant Positions:

Probation officer – Hired Beth Shook currently with the Linn County District Attorney's Office as a Victim Specialist. Beth will begin employment with the juvenile department Sept. 1, 2018 in the Intervention Specialist position serving the Albany Middle Schools.

Probation Officer - Hired Tregg Smith currently employed with the Department of Human Services as a Child Protective Service Worker. Tregg will begin employment with the juvenile department on Sept. 4, 2018 and will be working with a mix of youth who sexually offend and other Albany youth.

Victim Specialist – Permanent Part-time position has been filled by hiring Hannah Alley. Hannah completed an internship with the juvenile department in June of 2018 and also works at Costal Farm Supply. Hannah started with the department on July 9, 2018.

Torri Lynn
Director
Juvenile Department

tlynn@co.linn.or.us

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Supervisor
Community Programs

rperkins@co.linn.or.us

Lisa Robinson
Supervisor
Probation Services

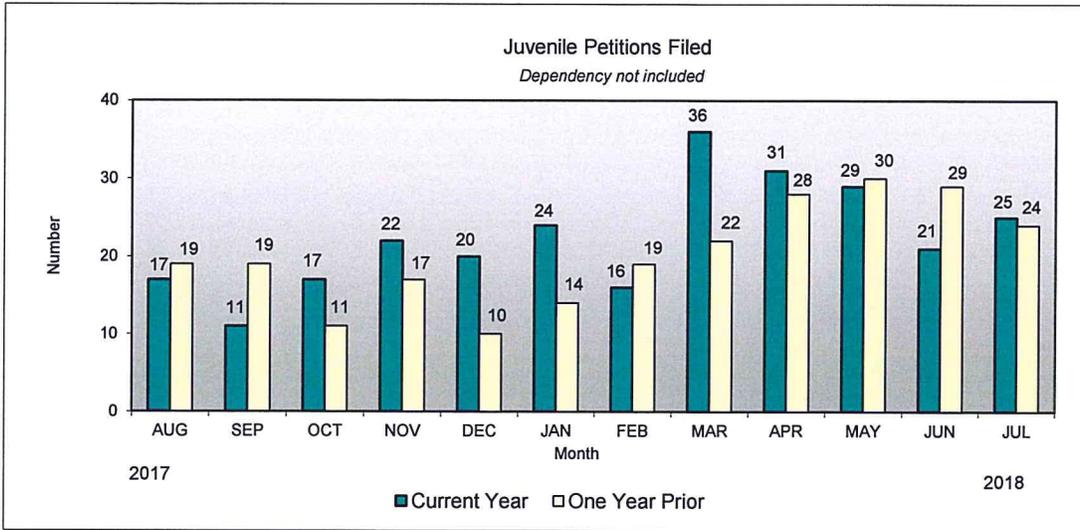
lrobinson@co.linn.or.us

Tracy Vaughan
Admin Asst/Office Mgr.
Juvenile Department

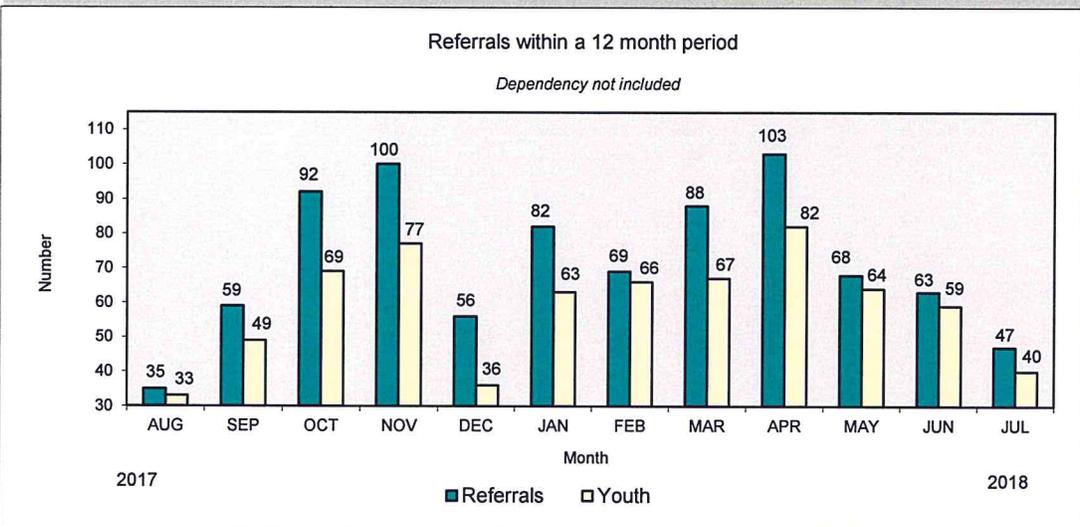
tvaughan@co.linn.or.us

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Linn County Juvenile Department
JULY Statistics

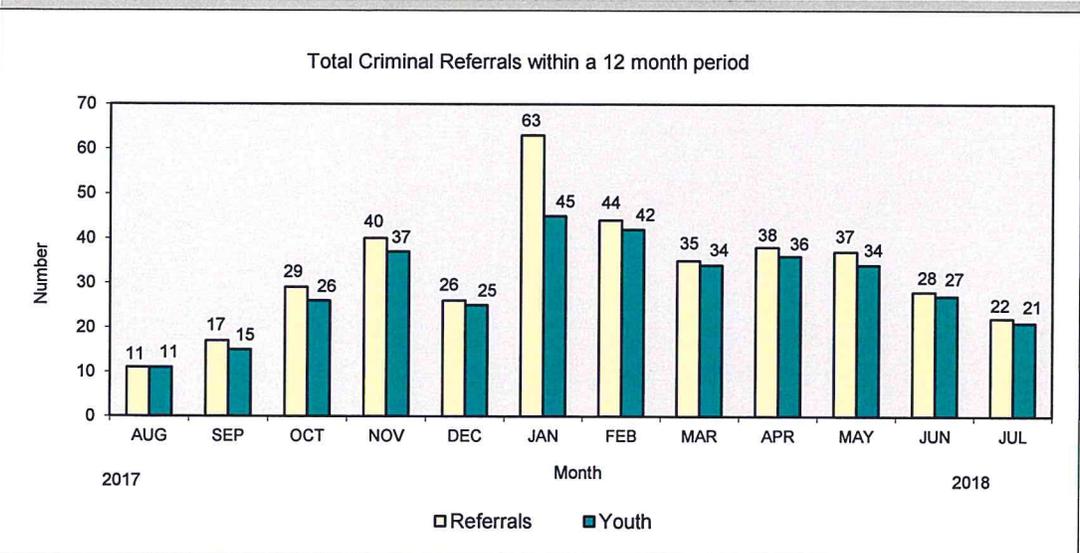


PETITIONS	
Current	269
Last	242
Difference	27



REFERRALS	
Current	862
Last	890
Difference	-28

YOUTH	
Current	705
Last	803
Difference	-98

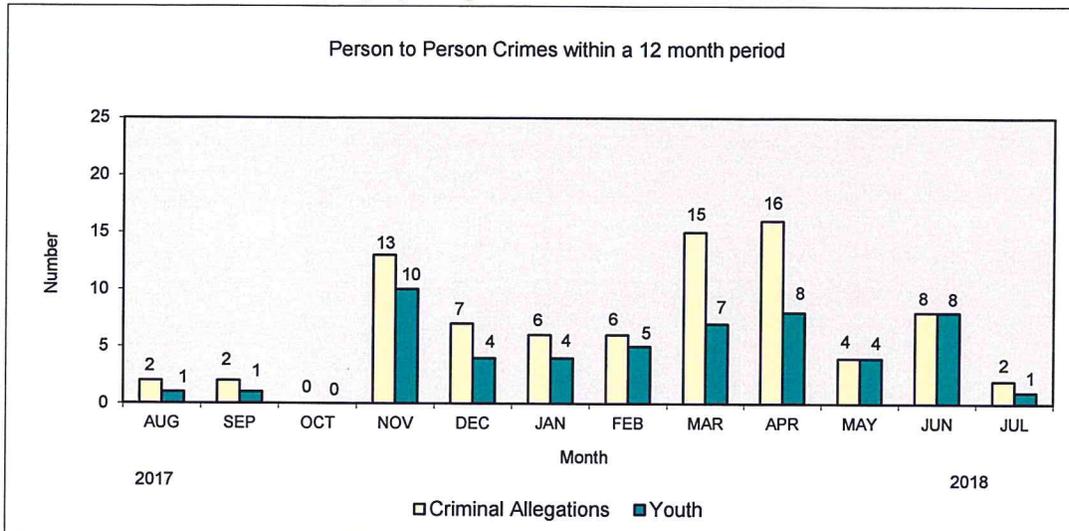


CRIMINAL REFERRALS	
Current	390
Last	355
Difference	35

YOUTH	
Current	353
Last	330
Difference	23

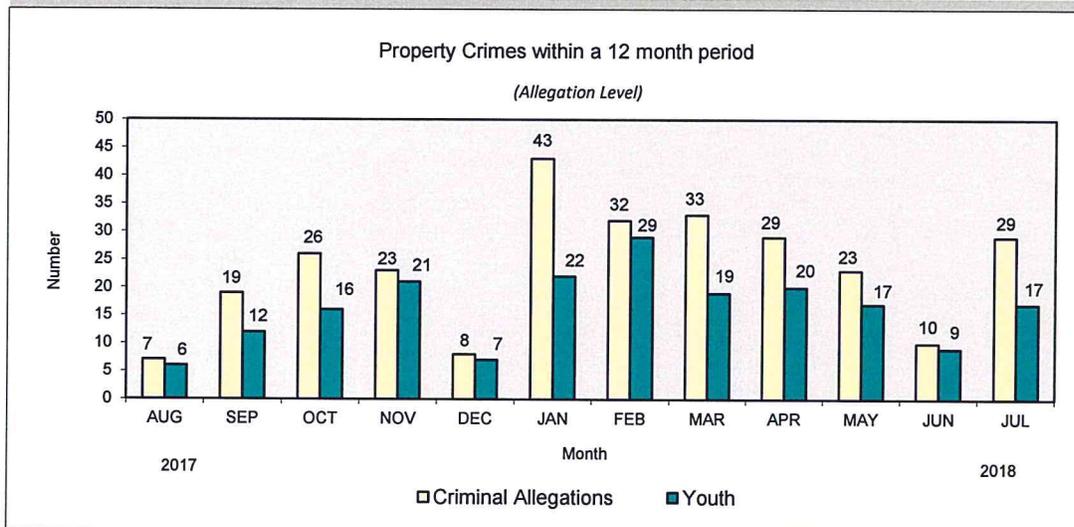
Linn County Juvenile Department
JULY Statistics

Note: Person, Property & Drug Crimes are at the ALLEGATION level.



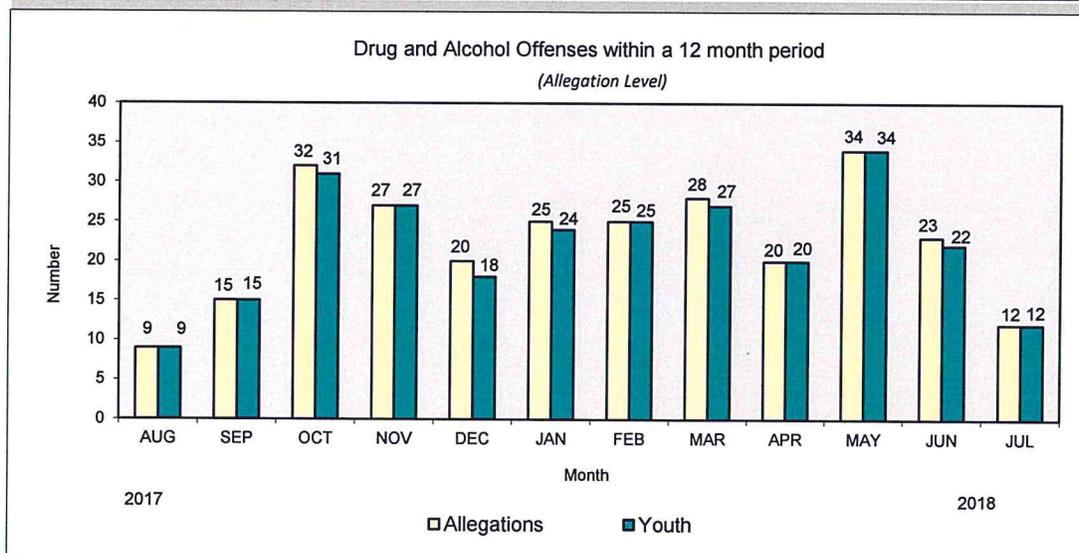
CRIMES	
Current	81
Last	102
Difference	-21

YOUTH	
Current	53
Last	71
Difference	-18



CRIMES	
Current	282
Last	230
Difference	52

YOUTH	
Current	195
Last	180
Difference	15



CRIMES	
Current	270
Last	248
Difference	22

YOUTH	
Current	264
Last	244
Difference	20

AGENDA – LINN COUNTY BOARD OF COMMISSIONERS

DATE: August 28, 2018

DEPARTMENT: COMMISSIONERS / BUDGET OFFICE

ACTION REQUESTED:

ORDER # 2018 – 294

TRANSFER

- WITHIN THE LAW ENFORCEMENT FUND
- WITHIN THE CRIMINAL DIVISION
- WITHIN THE SHERIFF'S OFFICE
- FROM PERSONAL SERVICES
- TO MATERIALS & SERVICES
- IN THE AMOUNT OF \$ 57,380

This is money that the Sheriff needs transferred from personal services to materials & services to pay for the invoice from City of Mt. Angel. They hired a deputy from City of Mt. Angel and they owe them the money that trained this deputy.



OFFICE OF THE COUNTY ATTORNEY FOR LINN COUNTY

104 4th Avenue SW, Room 123
P.O. Box 100
Albany, Oregon 97321-0031

Telephone: 541.967.3840
Fax: 541.928.5424

COUNTY ATTORNEY
Eugene J. Karandy II
gkarandy@co.linn.or.us

**DEPUTY
COUNTY ATTORNEY**
Kevan J. McCulloch
kmcculloch@co.linn.or.us

Jodi M. Gollehon
jgollehon@co.linn.or.us

**LEGAL ADMINISTRATIVE
ASSISTANT**
Dawna L. Steele
dsteele@co.linn.or.us

TO: Board of Commissioners

FROM: Gene Karandy, Linn County Attorney

DATE: August 28, 2018

RE: 2018-194

The following items are scheduled to be heard on August 28, 2018.

Resolution & Order 2018-194: At City's request, relinquish County's reversionary interest in three strip properties deeded by the County to the City of Scio in 1986. The City has now determined that the properties will not be needed for any public purpose and would like to dispose of the properties. The County must first relinquish the County's reversionary interest in the property before the City can take action.

Financial Impact: Unknown: Current City exemption from real property taxation will cease.

Staff Recommendation: Approve.



LINN COUNTY GENERAL SERVICES

330 Third Avenue SW Albany, Oregon 97321

Phone: (541) 967-3880 Fax: (541) 928-3517

RUSSELL WILLIAMS

Director

Date: August 28, 2018

To: Board of Commissioners

RE: Resolution & Order #2018-247 – Personal Services Contract between Linn County and Snyder Roofing of Oregon, LLC

On June 26, 2018 the Board of Commissioners approved Resoluiton & Order #2018-203. The R&O approved entering into a contract with Snyder Roofing of Oregon to re-roof the east end of the historic 1939 Courthouse for a total not to exceed \$213,096. The contact has been signed by Snyder Roofing and is now before the Board for signatures. The contractor is planning to start on or around September 9, 2018. The Linn County Attorney's created and approved the contract. General Services appreciates your commitment to maintain and preserve the Courthouse.

LINN COUNTY BOARD OF COMMISSIONERS



JOHN K. LINDSEY
Commissioner

WILL TUCKER
Commissioner

ROGER NYQUIST
Commissioner

Linn County Courthouse
P.O. Box 100, Albany, Oregon 97321
(541) 967-3825 FAX: (541) 926-8228

RALPH E. WYATT
Administrative Officer

TO: Board of Commissioners
FROM: Marsha Meyer
DATE: August 28, 2018
RE: Resolution 2018-267

mm

The following item is scheduled to be heard on August 28, 2018.

Resolution 2018-267 makes amendments to Linn County Policy 11 "Submission of Items for the Board Agenda". This policy has not been revised since September 29, 1998 and includes the following updates:

1. Adding the definition of "Agenda Summary" and removing the definition of "Cover Sheet".
2. Updating language with "Agenda Summary" and replacing Appendix 1-"Cover Sheet" with a new Appendix 1-"Agenda Summary".
3. Updating language from "County Counsel" to "County Attorney".
4. Adding emphasis that "Agenda Summary" must be submitted....by 5:00 p.m. on Thursday preceding the next Board meeting. Currently, the deadline has been 3:00 p.m. on Friday.

I am requesting the Board approve Resolution 2018-267. Attached is a copy for your consideration.

TITLE 10

SPECIAL ORDINANCES, REGULATIONS, RULES, POLICIES, AND BARGAINING AGREEMENTS

SUBTITLE 3 — POLICIES

POLICY 11

SUBMISSION OF ITEMS FOR THE BOARD AGENDA

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Section Title

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References and Authorities

Legislative History of Policy 11

Appendix 1 – ~~Cover sheet~~ Agenda Summary

Appendix 2 – Legal Service Request

11.020 Purpose

The purposes of this policy are:

(1) to establish policies and procedures for review and action by the Board on matters submitted by elected officials and department heads;

(2) to comply with the notice requirements of Oregon's Public Meeting Law; and

(3) to provide order and structure to the work session and meetings of the Board of Commissioners.

(B) In order to accomplish this purpose, it is necessary that written agenda items, including all supporting documentation, be properly prepared and processed prior to being scheduled for review and action in Board meetings.

[Adopted 86-649 eff 12/10/86; amd 98-050 eff 9/29/98]

11.050 Definitions

As used in this policy, the term:

(A) "**Agenda item**" means a request made by an elected official or department head that the Board review a matter for action.

(B) "**Agenda Summary**" means a memo from the submitter to the Board describing the agenda item(s). The memo must include the Resolution & Order Number and Title and must be submitted on the department's letterhead (see Appendix 1). Each item should be listed in numerical order by the Resolution & Order number (e.g. 2018-001; 2018-002; etc).

(C) "**Board**" means the Linn County Board of Commissioners.

(D) "**Cover order**" means a formal document which is:

(1) prepared by the County Attorney Counsel or under direction of the County Attorney Counsel;

(2) signed by the Board when an agenda item is approved; and

(3) recorded in the Commissioners' Journal in the County Clerk's Office. A cover order is required for any document that requires

Board approval and signature. The term includes orders, resolutions, and ordinances.

~~(E) "Cover sheet" means an informal document prepared by the submitter on a form approved by the Board that identifies the agenda item and shows that the agenda item has been adequately reviewed by appropriate staff prior to Board review and approval (see Appendix 1).~~

(F) "Legal Service Request" or "LSR" means a written request on a form approved by the County Attorney-Counsel seeking review of a matter or approval as to legal sufficiency by the County Attorney-Counsel. A completed LSR must accompany every request for legal service tendered to the County Attorney-Counsel (see Appendix 2).

[Adopted 86-649 eff 12/10/86; amd 98-050 eff 9/29/98; amd 18-xxx eff xx/xx/18]

11.100 Statement of policy

In order to allow for expeditious review, consideration, and action on every item submitted to the Board, an employee may submit an agenda item to be reviewed by the Board for action only as set forth in this policy.

[Adopted 86-649 eff 12/10/86; amd 98-050 eff 9/29/98]

11.200 Procedure for scheduling agenda items with the board

(A) If an item, such as a contract, an agreement, order, resolution, or ordinance, etc., requires approval as to form by the County Attorney-Counsel, the submitter shall submit the item to the County Attorney-Counsel for approval pursuant to Section 11.300 before complying with this section.

(B) All items to be placed on either Work Session or Board Meeting Agendas must be submitted to the Commissioner's Office as set forth in this section.

(C) The item and all materials supporting the item (cover order sheet, and original documents, if any, and agenda summary) must be submitted to the Senior Commissioners' Administrative Assistant no later than 5:00 p.m. on the Thursday preceding the work session or next Board Meeting.

(D) An exception to the 5:00 p.m. deadline required by subsection (C) of this section may be approved by the Chairperson, other commissioner, or Administrative Officer, or the Commissioners' Senior Administrative Assistant in that order.

(E) The submitter will be contacted if there are questions about the agenda item(s). If advance explanations are necessary, the submitter may contact their Board Liaison or write a memo to the Board.

~~(F) Use of cover sheets. The item must be under a cover sheet prepared by the person submitting the item.~~

~~(1) The completed cover sheet must bear the signature of an elected official or department head approving it.~~

~~(2) It is the submitter's obligation to prepare the cover sheet.~~

~~(3) In general, new items should be listed on individual cover sheets with all backup material attached, however, more than one new item may be listed on a single cover sheet when the items are similar, for example, several routine personal service contracts may be submitted under one cover sheet.~~

[Adopted 86-649 eff 12/10/86; amd 98-050 eff 9/29/98; amd 18-xxx eff xx/xx/18]

11.300 Procedure for scheduling agenda items with the Board that require review by the County Attorney-Counsel

(A) All items which require prior review by the County Attorney-Counsel shall be submitted to the County Attorney-Counsel as described in this section.

(B) Requirements for County Attorney-Counsel review of a proposed agenda item.

(1) All proposed agenda items shall be accompanied with a completed LSR.

(2) Except as provided in paragraphs (3) and (4), the County Attorney-Counsel will not assign an order number to any agenda item before the item has been reviewed and determined to be ready for Board action.

(3) the County Attorney-Counsel will issue an order number if the Chairperson of the Board, in consultation with the County Attorney

Counsel , gives the submitter prior approval for expedited review. Following such approval for expedited review, the submitter may schedule with the Board the agenda item along with its order number.

(4) ~~the County Attorney-Counsel~~ may issue an order number for a document prior to that document being reviewed by ~~the County Attorney-Counsel~~ if the document must bear an order number. An example of a document that must bear an order number is a contract.

(5) Unless there is a justification based on a contractual or statutory time limitation that requires a departure from the order of review set forth in subsection (C), and such basis is brought to the attention of ~~the County Attorney-Counsel~~ on the LSR that accompanies the agenda item, ~~the County Attorney-Counsel~~ will review agenda items on a first-in, first-out basis.

(C) *Procedure for legal review and approval of agenda items.*

(1) Submit the agenda item, ~~cover sheet,~~ and LSR to ~~the County Attorney-Counsel~~.

(2) Following review and approval as to readiness for Board consideration, ~~the County Attorney-Counsel~~ will assign an order number to the agenda item. Approval by ~~the County Attorney-Counsel~~ shall be indicated by signature ~~on the cover sheet and on the cover order under the~~ "approved as to form" text.

(3) After ~~the County Attorney-Counsel~~ has reviewed the agenda item, ~~the County Attorney-Counsel~~ shall return the agenda item to the submitter. It shall not be the responsibility of ~~the County Attorney-Counsel~~ to schedule items with the Board.

(4) The submitter, following review and approval by ~~the County Attorney-Counsel~~, may then schedule the agenda item for Board action pursuant to Section 11.200.

(5) If an agenda item has been scheduled with the Board following the procedure set forth in paragraph (4) above, and the item has been returned to ~~the County Attorney-Counsel~~ for further review or revisions, following that review or revision, ~~the County Attorney-Counsel~~ will

may send the item directly to the Board for consideration or rescheduling.

(6) A department or office having a memoranda of understanding with ~~the County Attorney-Counsel~~ regarding pre-approved forms, may submit agenda items containing such pre-approved forms immediately after obtaining an order number from ~~the County Attorney-Counsel~~, completing ~~an agenda summary-the cover sheet,~~ and scheduling the matter with the Board.

[Adopted 86-649 § nn eff 12/10/86; amd 98-050 § nn eff 9/29/98; amd 18-xxx eff xx/xx/18]

11.400 Approval, preparation, and distribution of Board agenda

(A) Items will be scheduled by ~~the Senior Commissioners' Administrative Assistant Office~~ and draft agendas will be compiled and distributed on Friday each week.

(B) Before the ~~draft~~ agenda is finalized, the chairperson, ~~the vice-chairperson~~, other commissioner, or ~~the~~ Administrative Officer, in that order, will determine: ~~which~~

(1) ~~which~~ items will appear on the ~~Work Session and Board meeting agenda,~~ and

(2) ~~meeting~~ ~~which~~ elected official and/or department head, or other staff should attend.

(C) ~~Final Work Session draft~~ agendas will be prepared and distributed ~~after 3:00 p.m. on Mondays-Fridays~~ of each work week. Agenda Summaries will be distributed to the Board each Friday for their review prior to the Board meeting. If any changes need to be made to the agenda, a revised agenda may be prepared and distributed on Monday.

(D) ~~Final Board meeting agendas will be prepared and distributed on Tuesdays of each week.~~ Agendas will be posted on the County public webpage; emailed to a distribution list and posted on the designated bulletin Board outside of the Board's meeting room each Friday after 3:00 p.m.

(E) Agendas will be placed on a table in the hallway before the meetings begin. ~~and reasonable efforts will be made to post them on the Internet.~~

(F) Agendas prepared pursuant to the provisions of this section are not final until approved by

the Board in a properly convened Board meeting,
and may be amended by the Board at that time.

[Adopted 86-649 eff 12/10/86; amd 98-050 eff 9/29/98; amd 18-xxx eff xx/xx/18]

References and Authorities:

Legislative History of Policy 11:

Adopted 86-649 eff 12/10/86

Amendments to 86-649:

#1 98-050 eff 9/29/98

#2 18-xxx eff xx/xx/18

Attachments:

(1) Appendix 1 – ~~Cover sheet~~ Agenda Summary

(2) Appendix 2 – Legal Service Request

Appendix 1 – Cover sheet

AGENDA ITEMS
FOR
LINN COUNTY BOARD OF COMMISSIONERS' MEETING

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners. (See Linn County Policy 11)

Suggested Agenda Date(s): _____
Office/Dept. Submitting: _____ Phone: _____
Staff Person: _____
Person Attending Board Meeting (Required): _____
Person(s) Who Should Receive Signed Documents After Approval: _____

Type of Document: Discussion Only

<input type="checkbox"/> Order	<input type="checkbox"/> Executive Session:
<input type="checkbox"/> Resolution	<input type="checkbox"/> Litigation (Pending/Likely)
<input type="checkbox"/> Contract or Amendment	<input type="checkbox"/> Real Property Transaction
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Labor Negotiations
<input type="checkbox"/> Permit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	

Title of Agenda Item: _____
Action Requested: _____

Reviewed by (signature and date required):

Elected Official/Dept Head: _____
Board of Commissioners Office: _____
Budget Office (if applicable): _____
County Attorney: _____ Order No: _____
Admin. Officer: _____

Appendix 1 – Agenda Summary

[DEPARTMENT'S LETTERHEAD]

TO: Board of Commissioners
FROM: [Elected Official/Department Head]
DATE: [Date of Board meeting]
RE: [List the Resolution & Order(s) in numeric order]

The following items are scheduled to be heard on [Date set for Board meeting].

Resolution & Order 2018-001 [Provide a paragraph explaining the purpose of the proposed action (e.g. contract, intergovernmental agreement, land use decision, etc.) and any additional information the Board would need to make a decision.]

Financial Impact: [if any]

Staff Recommendation:

[repeat for each Resolution & Order]

Note: The original Agenda Summary should be submitted to the Senior Commissioners' Administrative Assistant along with (7) seven copies

[Adopted 18-xxx eff xx/xx/18]

Appendix 2 – Legal Service Request
 (For Illustrative Purposed Only: Most Current version available at
 the Linn County Employee Web or from the County Attorney)

LEGAL SERVICE REQUEST

This Space to be Completed by Requestor

Requestor: _____ Date: _____
 Dept/Office: _____ Ext: _____ Real Property involved? If yes _____
 Dept. Head/Official Review: _____ (Property Manager)

This space is reserved for Board [Pursuant to Policy 11.300(B)(3)]

Expedited Review Approved on: _____ For: _____ By: _____
 (Date) (Board Agenda Date) (Commissioner)

This space is reserved for Legal Counsel

LSR#: _____ File#: _____ New?
 Order #: _____ Access Close LSR Close File Scan File
 Board Agenda Date (if any): _____ Priority: _____
 Attorney Assigned: attorney attorney Date Completed: _____
 Dept: _____ Type: _____ Sub Type: _____

1. QUESTION TO BE ANSWERED OR LEGAL SERVICE NEEDED: _____

2. IS THIS A NEW CONTRACT OR AN AMENDMENT/RENEWAL TO AN EXISTING CONTRACT?
 a. Order # of the contract being amended/renewed: _____ Copy attached? No Yes
 b. If a renewal or amendment, briefly describe above the changes.
 3. IS THE LSR SUBJECT TO A TIME LIMITED IMPOSED BY LAW OR CONTRACT? No Yes When? _____
 4. LIST DOCUMENT ATTACHED (IF ANY): (1) _____
 (2) _____
 (3) _____

(Use Additional Pages if Necessary - Do Not Use Back)
 (This Section Reserved for Legal Counsel)

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